

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR  
An Equal Opportunity Employer**

<b>Position: Manpower Development Specialist</b>  <b>Series/Grade: GS-142-12/13</b>	<b>Announcement No: ETA-04-034</b>
	<b>Opening Date: 03-04-04</b>
	<b>Closing Date: 03-15-04</b>
<b>Salary Range: GS-12: \$59,302 - \$77,096</b> <b>GS-13: \$70,519 - \$91,672</b> <b>(includes locality pay of 13.43%)</b>	<b>Number of Vacancies: One (1)</b>
	<b>Bargaining Unit: Inside – Local 12</b>
<b>Organizational/Geographic Location:</b> <b>Employment &amp; Training Administration</b> <b>Office of National Response</b> <b>Division of National Emergency Grants</b> <b>Washington, DC</b>	<b>Promotion Potential: GS-13</b>
	<b>Civil Service Status Required: Yes</b>
	<b>Temporary Position: No-Permanent Position</b>
	<b>Part-time Position: No-Full Time</b>
<b>Duty Station: Washington, DC</b>	<b>Area of Consideration: DOL Status Candidates Washington, DC</b>

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

<b>Position Duties and Responsibilities:</b>
<p>This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of National Response (ONR), Division of National Emergency Grants. The Office is responsible for the development and maintenance of the system for selecting and funding national emergency grants, including developing guidelines for application review and selection.</p> <p>The incumbent will provide senior level support on response to applications for National Emergency Grants (NEG) to aid worker layoff events. May provide technical advice and guidance on employment and training systems, programs, policy procedures and planning systems as related to the administration of grants. Responsible for providing technical assistance to Federal, state and local program staff on NEG operation and policy issues. Maintains project documentation on national emergency grants. Responsible for recommendations for funding national emergency grants, including developing guidelines for application review and selection. Participates in the development of innovative program responses to individual dislocation events, as well as regional, industry-wide, and national dislocations. Prepares regular and periodic analyses of NEG status. Develops special reports and responses to inquiries regarding NEG policies, performance and activities. Manages federal oversight of national emergency grants in collaboration with the Regional Office (RO). Collaborates with the Division of Trade Adjustment Assistance to ensure appropriate and relevant coordination of the Trade and NEG programs in providing effective employment transition assistance for trade-certified dislocated workers. Participates in the preparation of budget materials; analyzes program and financial performance data; participates in the development of regulations and policy guidance, performance standards; develops and provides technical assistance; coordinates and links with agencies inside and outside the Department and champions of adult and dislocated worker services. Participates with other ETA offices, including the Regional Office, in preparing planning guidance for dislocated worker services, in reviewing state plans, and preparing and approving necessary modifications and revisions.</p>

**Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)**

<p><b>Applicants must have one year (52 weeks) of specialized experience which is in or directly related to the line of work such as, program development, program accountability, and policy formulation activities. To be creditable, specialized experience must have been at least equivalent to next lower grade levels. To qualify for the GS-12 level, specialized experience must have been equivalent to the GS-11 level in the Federal Service. To qualify for the GS-13, specialized experience must have been equivalent at the GS-12 level in the Federal Service. The Group Coverage Qualifications Standards for Administrative and Management Positions, as published by the Office of Personnel Management, in the Qualifications for General Schedule Positions. <u>Applicants must also meet time-in-grade requirements.</u></b></p>
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**\*If selected at the GS-12 grade level, maybe non-competitively promoted to the GS-13 grade level without further competition. If you wish to be considered for both grade levels, you must submit an application for each grade level.**

### CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

### METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

**IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTOR LISTED BELOW.**

**EVALUATION FACTORS: Factors designated (H) are rated high.**

1. Working knowledge of employment and training programs and activities, in particular, programs for dislocated worker customers. **(H)**
2. Ability to analyze information and solve problems. **(H)**
3. Knowledge of grants administration in order to provide technical assistance and guidance on employment and training systems.
4. Skill in interpreting regulations and providing program policy guidance. **(H)**
5. Ability to communicate effectively both orally and in writing in order to appropriately respond to relevant programmatic and administrative issues. **(H)**
6. Ability to work effectively with officials inside and outside of the organization, other government agencies, and the private sector in order to establish and maintain working relationships. **(H)**

### HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.

- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

<p><b>The following material is required if checked:</b></p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p>	<p><b><i>Mail your application to, or secure forms or information from:</i></b></p> <p>U.S. Department of Labor  Employment and Training Administration  Office of Human Resources  200 Constitution Avenue, NW, Room N-4656  Washington, DC 20210  <b>Attn: Shelley Decrane</b>  Commercial: (202) 693-3922  Fax: (202) 693-3734  TTY: (202) 693-3924</p> <p><b>The area of consideration for this position has been limited to DOL Status Candidates Washington, DC.</b></p> <p><b>An incomplete application package may result in your being considered ineligible.</b></p> <p><b>If you wish to be considered for both grade levels, you must submit an application for each grade level.</b></p> <p><b>Your application must be in the Office of the Human Resources <u>or</u> be postmarked by the closing date of this announcement</b></p>
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#### **ADDITIONAL INFORMATION TO APPLICANTS**

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.